

HONOLULU-PACIFIC FEDERAL EXECUTIVE BOARD CONSTITUTION

Article I – Name

The name of the organization shall be the Honolulu-Pacific Federal Executive Board, hereinafter referred to as the FEB.

Article II – Authority and Purpose

Section 1 – Federal Executive Boards are established by direction of the President. A memorandum to heads of departments on July 6, 1966 adding Honolulu among others and a memorandum to the Director, Bureau of the Budget dated August 13, 1969 are the establishing documents. Regulations governing Federal Executive Boards are published in the Code of Federal Regulations, Title 5, Part 960.

Section 2 – Consistent with the range of authority and discretion which Board members hold by delegation from superiors in their respective agencies, it shall be the purpose of the FEB to initiate improved coordination of governmental activity within the State of Hawaii and that part of the Pacific area under jurisdiction of a member agency through cooperative action among field establishments in the areas of governmentwide policy implementation, service to the community, and improving the quality of Federal Government and Federal Service.

Section 3 – From time to time and under the guidance of the Director of the Office of Personnel Management, the FEB shall direct its cooperative activity to specific programs concerning Presidential policies of general application.

Article III – Membership

Section 1 – Membership on the FEB shall consist of the heads of agencies located in the State of Hawaii and that part of the Pacific area under jurisdiction of a member agency as designated by the head of the department or agency.

Section 2 – Board members will each designate an alternate who will participate in Board meetings in the absence of the principal.

Section 3 – Board members will designate officials and employees on their staff to participate in activities undertaken by the FEB or work of committees/councils under the FEB. Such assignments will not constitute membership on the FEB.

Section 4 – Voting privileges in meetings of the FEB shall be restricted to the members or, in their absence, their designated alternates.

Article IV – Policy Committee

Section 1 – The Policy Committee shall seek ways and means to undertake with diligence and serious purpose those activities in the areas of governmentwide policy implementation, service to the community, and improving the quality of the Federal Government that will best contribute to the effectiveness and economy of government operations in Honolulu, the State of Hawaii and cognizant Pacific areas.

Section 2 – The Policy Committee shall consist of six (6) elected members and the immediate past chair still in Federal Government service as voting members. Representatives from the General Services Administration and the Office of Personnel Management will serve as ex-officio members.

Section 3 – The Policy Committee may at its discretion designate persons as honorary, special, and/or associate members without vote.

Article V – Officers and Elections

Section 1 – The elected officers of the FEB shall be a Chairperson, Vice Chairperson, and six members of the Policy Committee.

Section 2 – The term of office for the Chairperson and Vice Chairperson shall be for one fiscal year. Unless there are extenuating circumstances, the Vice Chairperson shall be nominated to be Chairperson-elect.

Section 3 – The term of office for elected members of the Policy Committee shall be two years. Terms for three elected members of the Policy Committee shall expire on even years. The terms of the other three elected members shall expire on odd years. Elections shall be held annually to fill the vacancies created by the expiring terms. Interim vacancies shall be filled by appointment of a member of the FEB by the Chairperson. The appointed members shall hold office until the next regular election at which time a member shall be elected for the unexpired term.

Section 4 – FEB elections shall be held during the last fiscal quarter (July-September). A ballot listing the nominees will be mailed or emailed to members. Officers will assume their duties on the first day of the new fiscal year (October 1). It shall be the duty of the Chairperson to appoint a nominating committee of two (2) members who shall place in nomination one or more names for each elective office.

Section 5 – Election shall be by ballot or by electronic mail. In all instances, the candidate receiving the greatest number of votes for an office shall be declared elected to that office.

Section 6 – In the event the Chairperson must leave office prior to the end of the elected term, either because of illness or transfer, the Vice Chairperson shall be designated to serve as acting Chairperson until the unexpired term of the Chairperson has been completed. A special election will be held whenever the Vice Chairperson position becomes vacant.

Article VI – Duties of Officers and Staff

Section 1 – The Chairperson shall preside at all meetings of the FEB, appoint all standing and special committees, call such special meetings as may be required, and act as spokesperson for the Executive Board on all occasions. The Chairperson shall also serve as Chairperson of the Policy Committee.

Section 2 – The Vice Chairperson shall preside at meetings in the absence of the Chairperson. The Vice Chairperson shall also serve as a member of the Policy Committee.

Section 3 – In the event emergency or special meetings must be called and both the Chairperson and Vice Chairperson are unavailable to preside, the Chairperson's alternate or someone designated by the Chairperson shall preside.

Section 4 – The executive director shall issue the notices of all meetings, assist committees in the preparation of minutes where needed, retain official files of minutes, conduct the routine correspondence of the FEB, and keep such records as may be required. The executive director shall manage and disburse funds of the FEB in accordance with instructions of the Policy Committee and perform such other functions as the Chairperson may assign.

Article VII – Meetings

The FEB will hold regular meetings of the full membership a minimum of two (2) times a year upon notice by the Chairperson. Special meetings of the Executive Board will be on call by the Chairperson.

Article VIII – Reports

The Chairperson, in consultation with the Policy Committee, shall prepare and submit reports as required by the Office of Personnel Management.

Article IX – Effective Date of Constitution

This constitution shall become effective upon adoption by a majority of the members present and voting.

Article X – Amendments to the Constitution

Policy Committee members shall approve amendments to the constitution at a meeting at which a quorum is present.

Amended December 3, 2004